

CALCTRA
Career Training | Quality Products | Changed Lives

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DUTY STATEMENT

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
40% EF cont.	<p style="text-align: center;"><u>ESSENTIAL FUNCTIONS</u></p> <p>customers and vendors; resolves and reconciles all vendor disputes; picks up and distributes staff payroll, overtime, and personnel warrants; acts as Custodian of petty cash; prepares forms for processing and payment reimbursement for petty cash.</p>
30%	<p>Provides assistance to Administration (PIM and Administrator) in scheduling and coordinating interviews. Tracks and organizes pre-interview documents, interview scheduling correspondence and maintains recruitment packages locally once hire is complete. Sends and tracks receipt of new employee requirements and documents, provides guidance and assistance to new employees to facilitate completion of requirements for hire. Communicates with the local personnel office when new staff are scheduled to start and provides instructions to new employees regarding information to be provided to personnel. May assist with processing CalHR ECOS actions and sending recruitment status letters. May assist PIM with tracking hiring status in the Salesforce system.</p>
25%	<p>Provides clerical support to the Prison Industries Administrator and Prison Industries Manager. Types and assembles management correspondence/reports. Maintains Prison Industries files. Answers all incoming phone calls for Administration. Communicates with staff at the institution level and CTRA's Central Office, as well as persons outside the institution. Meets visitors and ascertains nature of business and directs to appropriate area/persons. Incumbent utilizes personal computer skills, with a working knowledge of computer programs, including Microsoft Word and Excel, in order to compile the normal day-to-day office memorandums, reports, documents, etc. Fulfills annual In-Service-Training (IST) requirements.</p>
	(Marginal Functions on Page 3)

DUTY STATEMENT

17. Percentage (%) of time performing duties:	18. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group-related tasks under the same percentage (%) with the highest percentage (%) listed first.
5%	<p style="text-align: center;"><u>MARGINAL FUNCTIONS</u></p> <p>Serves as the note taker for the Lead Manager for staff meeting and prepares the minutes for distribution to the Superintendents. Performs other duties related to the classification as required. Keeps apprised of institution and department rules and regulations. Keeps apprised of new developments and rules pertaining to personnel transactions and all other administrative requirements. Performs other duties related to classification as required.</p> <p><i>(Expectations & Requirements on Page 4)</i></p>

ADDITIONAL EXPECTATIONS**SPECIAL REQUIREMENTS**

The California Correctional Training and Rehabilitation Authority (CALCTRA) operates within California Department of Corrections and Rehabilitation (CDCR) facilities. CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.

19. Supervisor Statement: *"I have discussed the duties of the position with the employee".*

20. Date Supervisor Provided Employee with a Copy of this Duty Statement:

PRINT EMPLOYEE NAME: Vacant	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME: Melissa Policy	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL: NL 10/20/2026		